Course Name and Number: COUN 5873 Consultation, Administration, and Program Evaluation in Counseling

Number of Credits: Three (3) graduate semester credit hours

Day and Time of Class: Thursdays, 1:00-3:45

Room and Location of Class: Morrison Hall, Room 109

Instructor’s Name: Ed Mauzey, Ed.D., LPC, LMFT (TX), NCC, ACS

Instructor’s Office Location: Morrison Hall, Room 006

Instructor’s Office Hours: TBD

Instructor’s Office Phone Number: 580-745-2256

Instructor’s E-mail: emauzey@se.edu

Date of This Revision: Fall 2010

Prerequisites: Permission Required

Catalogue Description: This course provides an introduction to studies related to the provision of counselor consultation services, counseling administration, and program evaluation procedures. The course places special emphasis on effective application of current theories and practices related to these three critical roles of today’s professional counselor. (Prerequisite: Permission required)

Required Textbook and Other Materials:


**Recommended Textbooks:**


**Blackboard Website:** Candidates will be required to utilize the partner Blackboard website for this course. This website may be accessed at: [http://blackboard.se.edu](http://blackboard.se.edu). Course handouts will be provided on this website (as will announcements) throughout the duration of the course. Candidates will need to access the website for handouts and special announcements, 24 hours before each class period begins.

**Major Goals, Training Competencies, and Knowledge/Skills Outcomes:**

Candidates will demonstrate an understanding of career development and related life factors, including all of the following:

**Ethical Practice in Consultation, Administration, and Program Evaluation:**

1. Ethical standards of professional organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling. CACREP Section II.G.1.j.
2. Is aware of professional issues that affect clinical mental health counselors (e.g., core provider status, expert witness status, access to and practice privileges within managed care systems). CMHC Knowledge Area A.7.
3. Ethical strategies for selecting, administering, and interpreting assessment and evaluation instruments and techniques in counseling. CACREP Section II.G.7.g.
4. Demonstrates the ability to apply and adhere to ethical and legal standards in clinical mental health counseling. CMHC Skills and Practices B.1.
5. Applies knowledge of public mental health policy, financing, and regulatory processes to improve service delivery opportunities in clinical mental health counseling. CMHC Skills and Practices B.2.
6. Knows public policies on the local, state, and national levels that affect the quality and accessibility of mental health services. CMHC Knowledge Area E.6.

**The Practice of Consultation and Program Administration:**

7. A general framework for understanding and practicing consultation. CACREP Section II.G.5.f.
8. Understands the management of mental health services and programs, including areas such as administration, finance, and accountability. CMHC Knowledge Area A.8.
9. Describes the principles of mental health, including prevention, intervention, consultation, education, and advocacy, as well as the operation of programs and networks that promote mental health in a multicultural society. CMHC knowledge Area C.1.
10. Knows the models, methods, and principles of program development and service delivery (e.g., support groups, peer facilitation training, parent education, self-help). CMHC Knowledge Area C.3.
11. Understands the range of mental health service delivery—such as inpatient, outpatient, partial treatment and aftercare—and the clinical mental health counseling services network. **CMHC Knowledge Area C.5.**

12. Understands effective strategies to support client advocacy and influence public policy and government relations on local, state, and national levels to enhance equity, increase funding, and promote programs that affect the practice of clinical mental health counseling. **CMHC Knowledge Area E.4.**

13. Advocates for policies, programs, and services that are equitable and responsive to the unique needs of clients. **CMHC Skills and Practices F.2.**

14. Group counseling methods, including group counselor orientations and behaviors, appropriate selection criteria and methods, and methods of evaluation of effectiveness. **CACREP Section II.G.6.d.**

15. Demonstrates skill in conducting an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management. **CMHC Skills and Practices H.2.**

**Research and Program Evaluation:**

16. Research methods such as qualitative, quantitative, single-case designs, action research, and outcome-based research. **CACREP Standard II.G.8.b.**

17. The use of research to inform evidence-based practice. **CACREP Standard II.G.8.e.**

18. Statistical methods used in conducting research and program evaluation. **CACREP Standard II.G.8.c.**

19. Analyzes and uses data to increase the effectiveness of clinical mental health counseling interventions and programs. **CMHC Skills and Practices J.3.**

20. Applies relevant research findings to inform the practice of clinical mental health counseling. **CMHC Skills and Practices J.1.**

21. Ethical and culturally relevant strategies for interpreting and reporting the results of research and/or program evaluation studies. **CACREP Standard II.G.8.f.**

22. Understands how to critically evaluate research relevant to the practice of clinical mental health counseling. **CMHC Knowledge Area I.1.**

23. Principles, models, and applications of needs assessment, program evaluation, and the use of findings to effect program modifications. **CACREP Standard II.G.8.d.**

24. Knows models of program evaluation for clinical mental health programs. **CMHC Knowledge Area I.2.**

25. Knows evidence-based treatments and basic strategies for evaluating counseling outcomes in clinical mental health counseling. **CMHC Knowledge Area I.3.**

26. Develops measurable outcomes for clinical mental health counseling programs, interventions, and treatments. **CMHC Skills and Practices J.2.**

**Research or Project Component:** (1) book review and application leadership presentation; and (2) Group Consultation, Administration, Program Review Resource Tool (**class project**).

**Field Component:** Candidates are expected to make a professional contact with one licensed professional counselor during the semester.

**Diversity Component:** In the Group Consultation, Administration, Program Review Resources Tool (**class project**), candidates will be guided by sound ethical principles in the selection of culturally appropriate tests and the design of a multicultural human services agency.
**Technology Component:** Candidates will gain knowledge of and skill in the use of the Internet for gathering a list of resources for the Resource Tool project. Candidates will be challenged to expand their use of technology in the presentation assignment.

**Ethics Component:** Candidates will discuss the *Code of Ethics and Standards of Practice* of the American Counseling Association and its divisions as it relates to the study of consulting, administration and program evaluation in counseling. Candidates will also apply the *Code of Ethics and Standards of Practice* in class activities, examinations, and individual and group presentations.

**Content Areas:**
1. Ethical standard including ACA, APA, and the Code of Ethics for Human Resources Management.
2. Models and definitions for consultation, administration, and program evaluation in counseling.
3. Competencies for counselors in consultation, administrative, and program evaluation roles
4. Program evaluation assessment models
5. Utilization of current research and assessment data to improve agency and individual client outcomes
6. Clinical consultation
7. Understanding treatment effect size (ES)
8. Ethical guidelines for multicultural human service agencies
9. Advocacy roles for consultants, administrators, and program evaluators
10. Career counseling planning education, placement, follow-up and evaluation in agencies, schools, higher education, and work settings
11. Leadership in counseling
12. Counseling techniques and resources for intake, counseling, and group counseling processes (including special populations)

**Performance Activities and Course Requirements:**
1. Attend class
2. Use information on the Blackboard site
3. Participate fully in class discussions and activities
4. Read all textbook and assigned documents
5. Complete all quizzes and writing assignments
6. Complete three examinations
7. Complete a leadership presentation
8. Complete the Group Consultation Administration Program Evaluation Resource Tool Project

**Methods of Instruction:** Subject areas will be introduced into this course using a variety of teaching methods including reflective writing assignments, professional contact with a career counseling professional, student presentations, experiential activities developing the Group Consultation Administration Program Evaluation Resource Tool, board simulations, lectures and web activities.

**Method of Assessment and Evaluation:** Evaluation will be based on candidates’ ability to successfully complete course requirements. Candidates are expected to complete their own assignments. The course grading system will comply with the university’s procedures using A-F grading based upon (see specific guidelines below):

1. Examinations (3)
2. Group Consultation Administration Program Evaluation Resource Tool Project
3. Interview
4. Leadership presentation
5. Assignments, quizzes, attendance

**Honesty Code of Conduct**

All candidates are required to adhere to the SOSU Student Code of Conduct regarding academic dishonesty, including acts of cheating and plagiarism. A copy of the current version of the SOSU Student Code of Conduct is available on the SOSU Student Support Services Web site: [http://homepages.se.edu/student-life/student-handbook/](http://homepages.se.edu/student-life/student-handbook/). Be aware that turning in papers, assignments, presentations, etc., that have been previously submitted to other instructors shall be construed as academic dishonesty and may result in a failing grade in the course and/or dismissal from the program. In addition, candidates must comply with all requirements outlined in the current version of the Clinical Mental Health Counseling Student Handbook and Policies and Procedures Manual.

**Course Policy:** Academic honesty and ethical behavior are essential to the existence and growth of an academic community and the future of the profession of counseling. A school’s and a profession’s reputations rest upon the development and adherence to the highest standards of intellectual ethics and honesty. Unethical behavior in this course includes cheating, plagiarism and the following prohibited behaviors:

- **Examinations, conduct with respect to and during a quiz, examination, or similar evaluation:**
  1. Possessing, referring to, or employing open textbooks or notes or other devices not authorized by the instructor
  2. Looking at or using information from another person’s paper
  3. Communicating with, providing assistance to, or receiving assistance from another person in a manner not authorized by the instructor
  4. Possessing, buying, setting, obtaining, or using a copy of any unauthorized materials intended to be used in or actually used in the preparation of a quiz or examination or similar evaluation
  5. Taking a quiz or examination or similar evaluation in the place of another person
  6. Utilizing another person to take a quiz, examination, or similar evaluation in place of oneself
  7. Violating procedures prescribed to protect the integrity of a quiz, examination, or similar evaluation
  8. Changing material on a graded examination and then requesting a re-grading of the examination

- **Written or other assignments:**
  1. Submitting an assignment purporting to be the student’s original work, which has been wholly or partly created by another person
  2. Submitting or presenting as one’s own the work, ideas, representations, or words of another without customary and proper acknowledgment of sources
  3. Knowingly permitting one’s work to be submitted by another person as if it were the submitter’s original work
  4. Submitting the identical or substantially the same assignment to fulfill the requirements for two or more courses without the approval of the instructors involved, or submitting the identical or substantially the same assignment from a previously completed course to fulfill requirements for another course without the approval of the instructor of the later course
  5. Violating procedures prescribed to protect the integrity of the assignment
  6. Cooperation with another person in academic misconduct, either indirectly or as an intermediary agent or broker


7. Theft, attempted theft, malicious defacement, mutilation of library materials, or other academic resources
8. Submitting corrupted files for computer assignments whether intentional or unintentional

A breakdown of points awarded for the class is provided below. Final grades will be based on the following scale:

90 – 100% = A, 80 – 89% = B, 70-79% = C, 60 – 69% = D, 59 or below = F

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examinations (3)</td>
<td>450</td>
</tr>
<tr>
<td>Group Consultation Administration Program Evaluation Resource Tool</td>
<td>250</td>
</tr>
<tr>
<td>Interview</td>
<td>50</td>
</tr>
<tr>
<td>Leadership Presentation</td>
<td>100</td>
</tr>
<tr>
<td>Assignments, Quizzes, Attendance</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
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**Attendance Policy:** Regular attendance and active participation in class is expected of all candidates. To obtain an “A” or “B” in this class, no more than three absences will be allowed. To qualify for attendance, candidates must arrive to class on time and remain for the full class period. We do not typically grant an “I” grade to any candidate. However, an “I” for incomplete may be given only when the candidate has completed 75% of the coursework and has extenuating circumstances. In such cases, the candidate must sign a completion agreement before an “I” grade can be assigned.

**Other Classroom Policies:**

**Cellular Telephones, Pagers, and Other Communication Devices:** Please turn off your cellular telephone, communication devices during class time.

**Use of Computers During Class:** Candidates are permitted to use computers during class only for the purposes of note-taking. Candidates may not use computers for other purposes (e.g., surfing the Internet, watching videos, working on papers, etc.). Candidates will be required to close all computers during any student presentations or when guest speakers are presenting in class. This right may be terminated by the instructor (for individual candidates or the entire class) if this policy is violated in any way.

**Children and Other Guests:** Please do not bring children or guests to class with you.

**Policy on Late Assignments:** Students are expected to take exams and submit projects as scheduled. Late assignments will receive a 5-point deduction for each portion of a 24-hour period they are late (beginning when the classes in which they are due end). In the case of a missed exam, the candidate must take a make-up exam before the next scheduled class period. In order to take a make-up exam, the candidate is expected to contact the instructor to schedule a time for the exam.

**Candidate Assessment, Performance Evaluation Criteria, and Procedures:**

1. Complete three examinations.
2. **Group Consultation Administration Program Evaluation Resource Tool Project:** Each candidate will compile a Group Consultation Administration Program Evaluation Resource Tool and make individual contributions to the class assignment. The tool will include examples of
theories, models, systems, activities, and interventions utilized by consultants, administrators, and program evaluators.

3. **Interview a licensed professional counselor relative to your contributions to the Group Project.**

4. **A Leadership Presentation:** Candidates will create an inspirational presentation suitable for use by a counseling consultant, administrator or program evaluator (see Reading List). The purpose of the presentation is to utilize the book from the reading list to inspire the audience.

5. **Attend class regularly and complete all assignments and all quizzes, announced and unannounced.**

**List of Readings for Leadership Presentation**

- Peterson, D. & Hicks, M. *Leader as coach: Strategies for coaching and developing others*. Minneapolis, MN: Personnel Decisions International.
- Dr. Suess’s *Oh, the places you’ll go*. (Available at eBay, united kingdom)

This syllabus may be modified at the discretion of the instructor, as circumstances require.

Any student needing special accommodations due to a disability should contact the Coordinator of Student Disability Services, Student Union, Suite 204 or call (580) 745-2254 (TDD# 745-2704). It is the responsibility of each student to make an official request to the Coordinator for accommodations.

For questions concerning inclement weather, call 580/745-7272 (or 1-800-435-1327, ext. 7272), or visit the campus website at [http://www.se.edu](http://www.se.edu).